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ABSTRACT

This Manual of Operation for the Administrative Functions at Wisconsin State University, Whitewater was developed to more clearly identify the administrative organization at WSU and to delineate the functions of the principal administrative officers. Part I presents state statutes and procedures outlining the authority for governance at State universities. Part II identifies the duties of the President and of those officers specifically related to the President's office. Part III deals with the Division of Administration and outlines the job descriptions of (1) the senior vice president and dean of administration; (2) the associate vice president for supportive services; and (3) the executive director of business; as well as the duties of the persons directly responsible to these 3 administrators. Part IV deals with the Division of Academic and Student Affairs and outlines the job descriptions of: (1) the vice president and dean of faculties; (2) the dean of students; and (3) the executive director of student administrative services, as well as the duties of the persons directly responsible to these administrators. The organization of the University, of the central administration, and of the 2 divisions discussed are represented on charts. (AF)

ED054733

# Manual of Operation for Administrative Functions

## WISCONSIN STATE UNIVERSITY - WHITEWATER

## 1971

HE 002 532

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# INTRODUCTION

This Manual of Operation for the Administrative Functions at Wisconsin State University-Whitewater, was developed at the request of President William L. Carter to more clearly identify the administrative organization at WSU-W and to delineate the functions of the principal administrative officers. This report is divided into four main parts. Part One points out the authority for the governance of the State Universities; Part Two identifies the duties of the President and those specifically related to his office; Part Three shows the Division of Administration and job descriptions of the Senior Vice-President and Dean of Administration and others in this division; and Part Four describes the organization of the Division of Academic and Student Affairs along with job descriptions of the Vice-President and Dean of Faculties and others appropriate for this division. Charts are interspersed to show the organization of the total University and its parts.

It is hoped that this Manual will be useful internally to identify the positions responsible for specific functions. It may also be helpful externally to acquaint interested persons with the organization and functions of the administrative personnel at WSU-W. The author is appreciative of the fine cooperation received from the administrative officers in developing the job descriptions, to Mr. James Dietrich of Instructional Media for developing the cover and charts, and to the Duplicating Center for the production of the report.

Arnold J. Lien
Assistant to the President

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# I. AUTHORITY FOR GOVERNANCE OF STATE UNIVERSITIES

## Creation of the Board of Regents of State Universities

For the government of the state universities established, and which may hereafter be established, and for the performance of duties prescribed to them there is constituted a board of 13 regents, called "the Board of Regents of State (Universities)," composed of the state superintendent, as ex officio regent, and 12 appointed regents, at least one of whom shall be a woman; the terms of office of the appointed regents commencing with the first Monday in February in the year in which appointed, shall be five years and until the appointment and qualification of their respective successors ..... The Governor shall appoint the regents, by and with the advice and consent of the senate.

A member of the Board shall receive the compensation fixed by the Board for rendering any specific service under its direction; but he shall receive no compensation for time spent going to, attending or returning from meetings of the Board.

The state statutes 37.01 (1 & 2).

## Powers of the Board

The Regents shall possess all the powers necessary or convenient to accomplish the objects and perform the duties prescribed by law.

State statutes 37.02 (1).

Powers of the Board as to state (universities).

The said Board shall have the government and control of all the State (Universities), and shall have power therefore:

(1) To make rules, regulations and by-laws for the good government and management of the same and each department thereof, and to adopt such designation for said (universities) as in the judgement of the Board best fits their functions and purposes as institutions offering the liberal arts degree while maintaining a strong teachers' training program.

(2) To appoint a president and assistants and such other teachers and officers and to employ such persons as may be required for each of said (universities); and to prescribe their several duties.

(3) To remove at pleasure any president, assistant or other officer or person from any office or employment in connection with any such college, but discharges of teachers shall be governed by s. 37.31.

(4) To purchase within the amount appropriated for such purposes any needfull and proper apparatus, books or articles to assist in instruction, and to provide for all necessary field and supplies for the conduct of such colleges.

State statutes 37.11 (1-4).

Executive Director of State Universities

Board of Regents of State (Universities) established the position of (Executive) Director of the State (Universities) and the duties of such (Executive) Director shall be as follows:

(1) To act as chief administration officer of the Board.

(2) To supervise the work of the state office.

(3) To direct the program of public relations of the (Universities) and interpret the work of the (Universities) to the public.

(4) To act as educational advisor to the Board and as such he shall attend all meetings of the Board and all meetings of the Council of Presidents.

(5) To coordinate the needs of the (Universities) in dealing with State and Federal Agencies and with other institutions and facilities.

Resolution 361 (1948).

Council of Presidents

The Board of Regents of State (Universities) approves the formation of a Council of Presidents ..... of the (Universities).

Resolution 1547 (1959).

The Council of Presidents be requested to provide the Board its recommendations on various problems and its suggestions regarding program developments and allocations on a system-wide and individual basis.

Proceedings, April 29, 1959, October 12, 1959 and since.

Duties of Presidents

The President of each Wisconsin State University shall receive such salary as may be fixed by the Board of Regents. The recommendations or group action of the faculty, other employees or students in any matter shall be considered advisory rather than mandatory to the President; and during the temporary absence of the President his duties

shall be performed by such members of the faculty as they shall appoint, subject to the approval of the Board of Regents.

By-laws 5.10.

Place of the President

The Board of Regents appoints as Presidents of the State Universities system men of educational stature; men whose academic qualifications combine with practical experience; men with proven administrative ability; men with broad interests in people and civic life; and, above all, men of character, courage, and loyalty.

In these Presidents invested extensive operational authority and its accompanying responsibilities. The President of a state university functions in behalf of his faculty, his students, the mothers and fathers of his students, and the taxpayers of the State of Wisconsin.

The President must exercise judgement and objectivity in interpreting the policies orginally determined by the Board of Regents. He knows it is the privilege of the Board of Regents to question decisions and to insist that wisdom and discretion be employed; this privilege is inherent in his employment "at the pleasure of 'the Board'". By the same token, the President knows it is his privilege to seek counsel and assistance from the Board when "shadow-zone" situations or controversies occur.

The Board of Regents is morally obligated to the President of the University under its jurisdiction to provide complete support for him in the exercise in the authority that is vested in him. Without this support, administrative and faculty moralewould disappear. Progress could not be made, nor respect maintained. If the dignity and integrity of the administrator cannot be upheld, the Board of Regents would be remiss in retaining him in a position of top leadership.

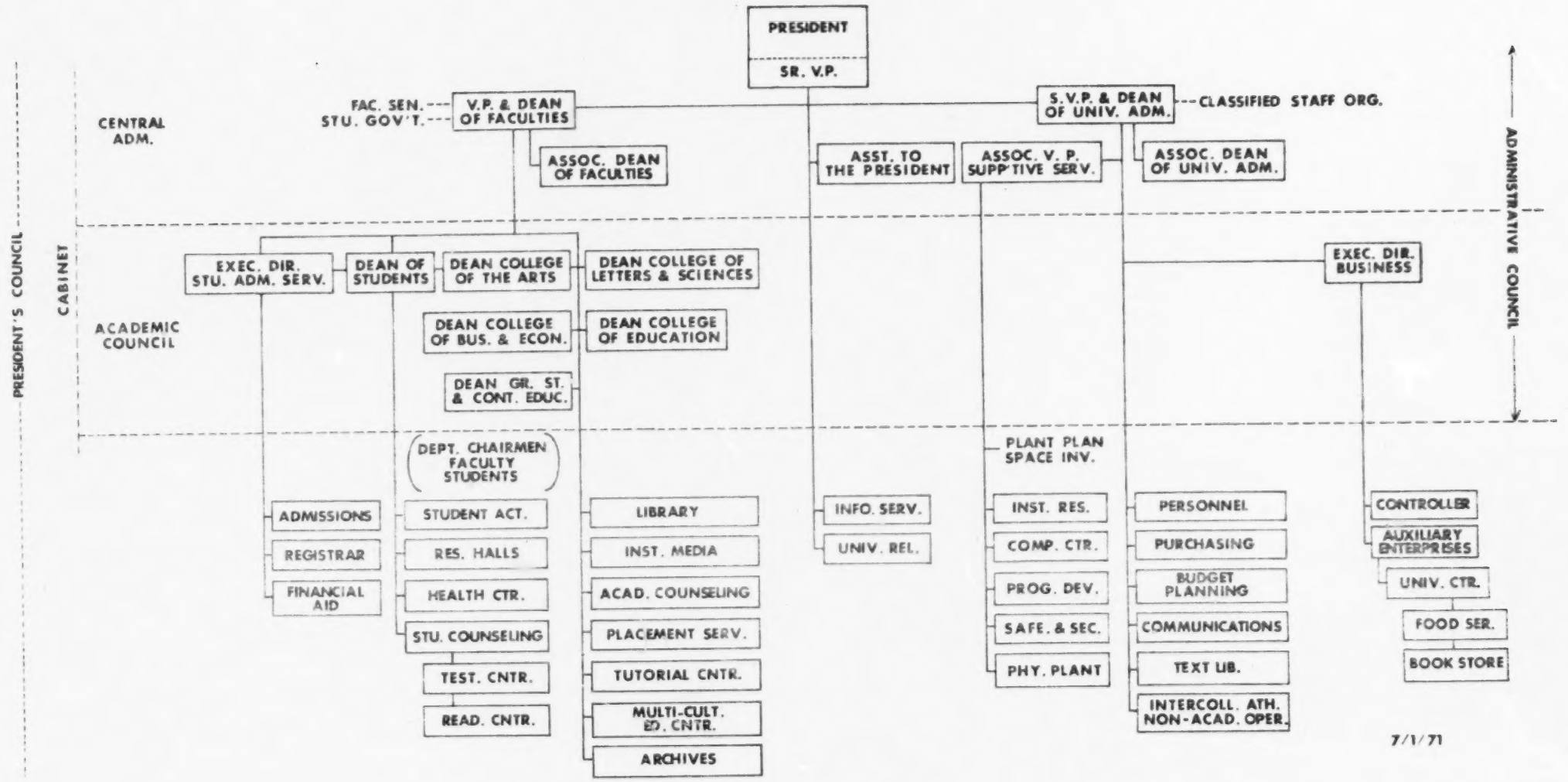
A wholesome atmosphere for living and learning must exist on a campus if the educational process is to be successfully implemented.

In the final analysis, the Board of Regents relies upon the Presidents to determine desirability of any and all school activities whether they be social, athletic, esthetic, or political.

No organization, no individual, can be allowed to interfere with the orderly operation of a State University. The President must be the decision maker, guided by his experience and conscience, and responsible only to the Board of Regents.

Proceedings, March 10th, 1967.

# ADMINISTRATIVE ORGANIZATION
## WISCONSIN STATE UNIVERSITY, WHITEWATER
## WHITEWATER, WISCONSIN

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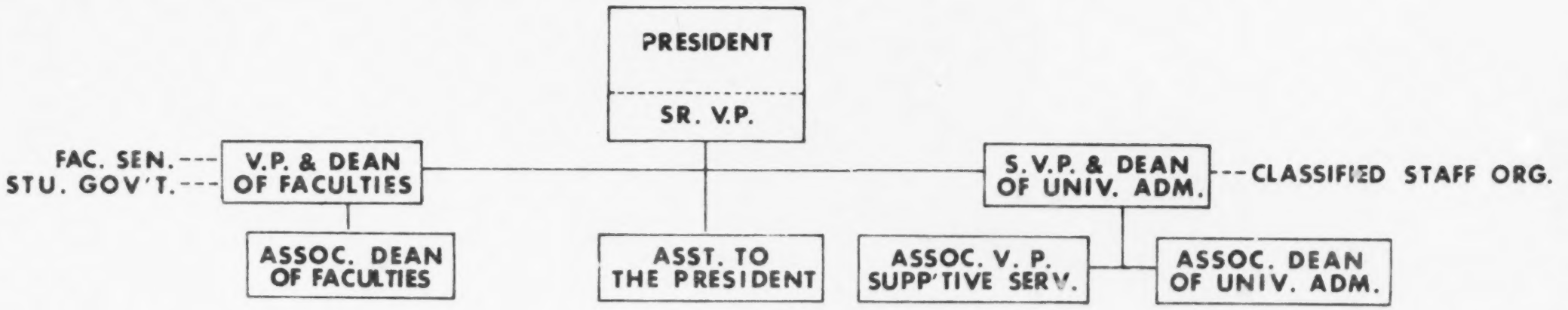
# CENTRAL ADMINISTRATION
# WISCONSIN STATE UNIVERSITY, WHITEWATER
# WHITEWATER, WISCONSIN

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## II. OFFICE OF THE PRESIDENT

### THE PRESIDENT

The President shall be the chief executive officer of Wisconsin State University-Whitewater and shall be responsible for the administration of the University, subject to the control of the Board of Regents of State Universities.

He shall lead in fostering and promoting teaching, research, and public service as the major functions of the University. It shall be his duty to enforce the by-laws, and resolutions of the Regents and, as a member of the faculty, he shall interpret to the Regents proposals and actions of the faculty. He is clothed by the Regents with the authority requisite to that end.

Any authority or responsibility of the President may be delegated by him to another person in the Office of the President or to any other member of the faculty or staff of the University. Delegation of major areas of authority or responsibility shall have the prior consent of the Regents.

The President shall be a voting member of all School Faculties and of the Graduate School Faculty. He shall be a voting member and presiding officer of the University Faculty.

Duty to Present Matters to the Regents

All appointments and all major questions of University policy, including the annual budget, shall be recommended by the President of the Regents for approval.

Relation to Faculty and Staff

Each member of the faculty shall be responsible to the Chairman of his Department or to the Director of his division and through him to the Dean and the President for the faithful and efficient performance of his duties. Every other member of the University staff shall be so responsible to his division head and through him (and when applicable) to his Director and Dean, and then to the President.

In accordance with the requirements of the by-laws and resolutions of the Regents the president has authority from and is responsible to the Board of Regents for:

1. The operation and development of the institution as a whole and for each of its parts.

2. Service as the chief administrative officer and the principal educational officer of the institution.

3. Maintaining and promoting a broad view of the objectives and the mission of the institution.

4. Planning, developing, and administering all institutional activity.

5. Developing and maintaining a program of instruction, research, and service suited to the needs of the institution's sponsors and of all the students admitted.

6. Recruiting and maintaining a high-quality instructional, research, and administrative staff.

7. Recruiting, admitting, and supervising a qualified student body.

8. Developing plans to finance the required capital and current budgets of the institution.

9. Developing and maintaining modern procedures in plant maintenance, purchasing, budgeting, accounting, auditing, and financial reporting.

10. Developing a sound, streamlined, administrative structure for the institution, to the end that all employees will be properly assigned and supervised.

11. Developing communication channels between and among all staff and student groups in the institution.

12. Disseminating information regularly about the institution to other agencies related to the constituency, to cultural, civic, and business organizations, to the alumni, and to the general public.

## PRESIDENT'S CABINET

The President's Cabinet meets weekly to consider such matters as the president, its members and others may bring to it. It is the final deliberative and consultative body in determining University policy and administrative procedure. Matters which cannot be resolved in either the Academic Council or the Administrative Council may be brought to the Cabinet for further discussion and/or decision. Members are: Senior Vice-President, Vice-President and Dean of Faculties, Associate Vice-President for Supportive Services, Assistant to the President, Associate Dean of Administration, Associate Dean of Faculties, Deans of the Colleges, Dean and Associate Dean of Graduate School and Continuing Education, Dean of Students, Executive Director of Student Administrative Services, and Executive Director of Business, the Director of Public Information is an observer for informative purposes. It is chaired by the President.

## PRESIDENT'S COUNCIL

The President meets once a month with the President's Council. The membership includes those of the Cabinet, Chairman of the Faculty Senate, President of the Student Government, President of AWS, and all University-wide offices which are headed by a director. Selected observers are invited to attend these meetings from time to time. The main purposes of the Council are to provide information to all University offices and to provide an opportunity for all administrative personnel to express themselves on matters of concern to their respective offices. Its function is deliberative, not decision-making.

## SENIOR VICE-PRESIDENT

The Senior Vice-President has the responsibility of performing duties for the President as assigned and acts for the President in his absence. He reports directly to the President of the University.

## ASSISTANT TO THE PRESIDENT (SPECIAL ACTIVITIES)

The Assistant to the President (Special Activities) reports to, and performs duties as assigned to him by, the President of the University. Examples of regular assignments include preparing special reports, bringing together recommendations for administrative committees, working with the person who directs the commencement exercises, and serving on dedication and other commemorative committees as a representative of the President's Office.

## INFORMATION SERVICES DIRECTOR

The Director of Information Services has responsibility for the operation of the News Services and Publications Office of the University and reports to the President. Specific duties are as follows:

1. Define the responsibilities and functions of Information Services in light of past experience and anticipation of future needs.

2. Determine the responsibilities of each position within the Information Services Office.

3. Review staff needs; interview all candidates for authorized positions and recommend appropriate candidates to the President (faculty) or Personnel Director (civil service).

4. Prepare policy statements regarding news and publications as defined by the Central Administration.

5. Prepare budgets for the Information Services operation.

6. Develop a program of publications for the University, and review and revise annually.

7. Advise and work with the publications editor in the development of attractive informational bulletins for the University.

8. Review content and design all major publications.

9. Advise publications artist and approve all designs before they are submitted for selection.

10. Assign and advise the editor for the alumni magazine, working in close cooperation with the Alumni Office.

11. Maintain congenial working relationships with the State Printing Division and serve as Printing Liaison Officer.

12. Handle all contacts with 7H printing contractor.

13. Approve all printing orders.

14. Advise and work with the News Services in the preparation of news copy, and prepare news releases as appropriate.

15. Establish working relationship with news media and communicate, or arrange to have communicated, to them, news of University affairs. Handle and/or arrange press relations for members of the Central Administration.

16. Attend administrative meetings and release appropriate information from the meetings to the media.

17. Serve as Coordinator to Student Publications, (a) screening and recommending candidates for adviser to student publications, (b) reviewing budgets, (c) and being available to the advisor as needed.

18. Assume such other responsibilities as may be assigned by the President.

## DIRECTOR OF UNIVERSITY RELATIONS

The Director of University Relations has the responsibility of directing the activities of the executive offices of: the WSU Foundation, Inc., the Whitewater National Alumni Association, and the Wisconsin Association of School Business Officials. The Director reports to the President of the University. Specific duties are as follows:

1. Maintain lines of communications and friendly working relationships with business and community leaders, potential donors, and people who can be of service to the University.

2. Develop plans and make arrangements for get-togethers, reunions, and meetings.

3. Develop promotional material and brochures.

4. Prepare budgets for the three organizations listed above and an office budget.

5. Keep a record of all contributions made to the University and using this to prepare tax returns and donor lists for the IRS.

6. Prepare agendas, take notes, and publish minutes for all board meetings.

7. Attend meetings of state school administrator groups, in so doing, provide a liaison between these groups, particularly relating to the area of school business affairs, and the professional programs of the University.

8. Organize and staff an exhibit booth at the annual WEA Convention in Milwaukee.

9. Prepare letters for the University's President to be sent to alumni and the "Whitewater Associates".

10. Serve on various University boards and committees; such as Homecoming, Faculty Alumni, and University Center.

11. Serve as a contact point on the campus for alumni, parents, and friends.

12. Maintain liaison with the Marine National Exchange Bank of Milwaukee, investment counsel for the WSU Foundation.

13. Gather information for the alumni magazine and a newsletter for WASBO.

14. Maintain an up-to-date name and address file of alumni.

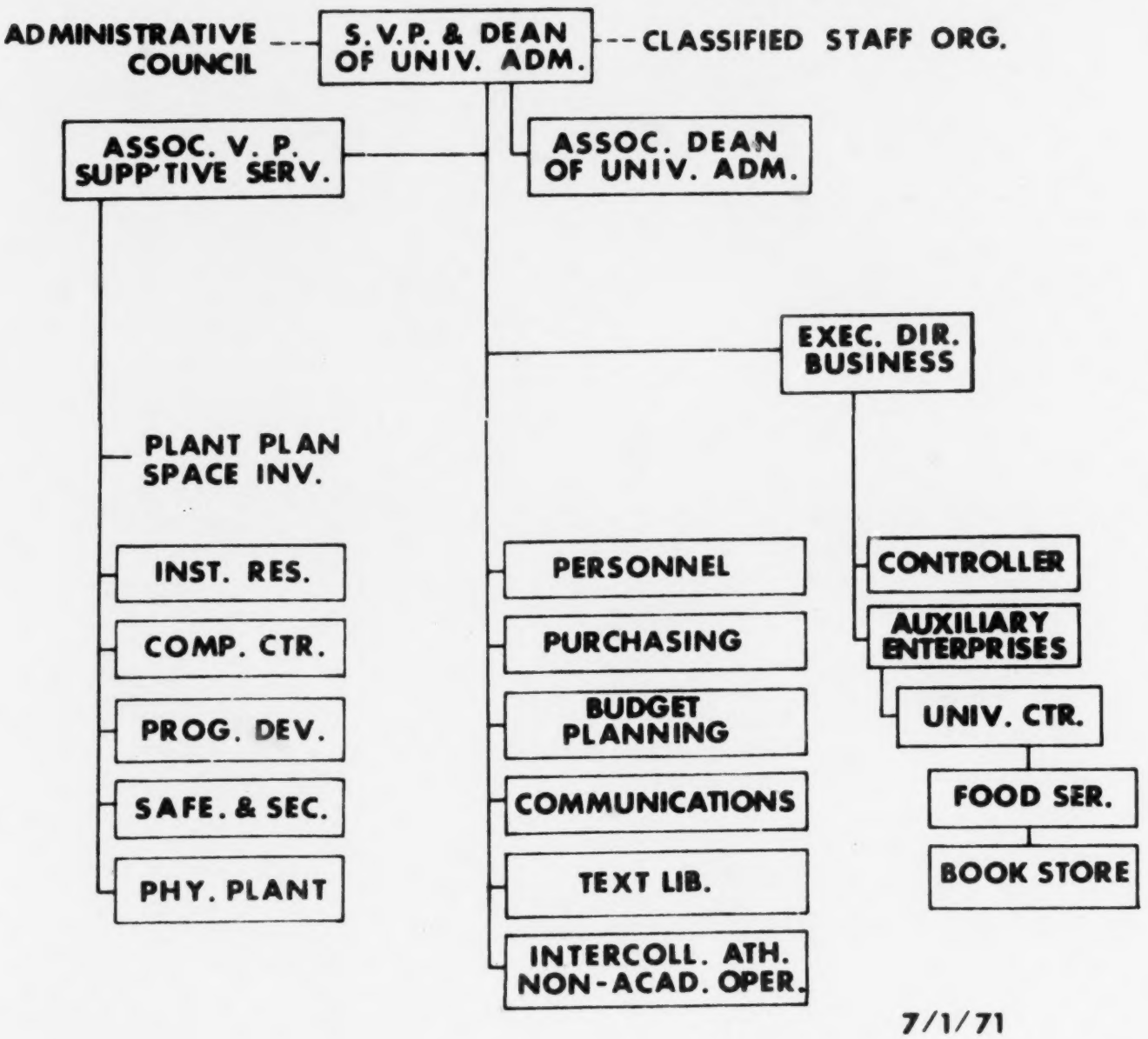
15. Accept invitations to speak at service club luncheons and other meetings to tell the "Whitewater Story".

16. Provide an atmosphere of cooperation with faculty and administration to give active support to an effective alumni program.

17. Develop a program and contact speakers for the annual School Business Management Conference co-sponsored by WSU-W and WASBO.

18. Attend state and regional meetings where the University needs to be represented.

# DIVISION OF ADMINISTRATION
## WISCONSIN STATE UNIVERSITY, WHITEWATER
## WHITEWATER, WISCONSIN

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## III. DIVISION OF ADMINISTRATION

### SENIOR VICE-PRESIDENT

The Senior Vice-President has the responsibility of performing duties for the President as assigned and acts for the President in his absence. He reports directly to the President of the University. Further, the duties include control of all budgetary requests and financial allocations. Direct supervision of all auxiliary services, Finance and Accounting, Physical Plant and Security, Computer Center, University Center and academic budgeting is included in the duties assigned tothis office.

### ADMINISTRATIVE COUNCIL

The Administrative Council includes four people in supervisory capacities; namely, the Senior Vice-President, Associate Vice-President for Supportive Services, Business Services Director, and Associate Dean of Administration. In addition to the group above, key personnel in the various supportive and business related services attend the weekly meetings. The Council has, as its principal purpose, communication between the various areas with discussions centering on pending problems, plans for the immediate future as well as the formulation of long-range plans, and areas of concern to the entire University. A secondary purpose of the weekly meeting is for the assignment of duties and reports that have arisen in the most recent period.

### ASSOCIATE DEAN OF UNIVERSITY ADMINISTRATION

The Associate Dean for University Administration reports directly to, and performs duties as assigned by, the Senior Vice-President. He has primary responsibility for the development of the University budget and related activities. His duties include making analytical studies, doing long-range planning, and preparing reports for consideration by the Senior Vice-President. He represents the Division of University Administration office when so designated by the Senior Vice-President.

## HEAD - MAIL & DUPLICATING CENTER

The Head of the Mail & Duplicating Center reports to the Senior Vice-President. Specific duties are as follows:

1. Supervises all personnel (classified and students) of the Mail and Duplicating Center, scheduling of workloads of staff and faculty equipment, providestechnical knowledge in the operation of duplicating equipment within the department and campus wide and to insure accurate delivery of all mails to all departments on campus.

2. Prepares an annual budget, ordering supplies and equipment necessary, and preparing required reports.

3. Occasionally operates the offset press and various equipment in the Center and assists in the preparation of bulk mailings and the sorting and delivery of mail.

4. Acts as advisor to offices and departments regarding the purchase and operation of reproduction equipment and is required to make minor repairs and adjustments to copying, duplicating, and postal equipment with the Center and duplicating and copying equipment campus wide.

## HEAD OF TEXTBOOK LIBRARY (TEXTBOOK RENTAL SERVICE)

The Head of the Textbook Rental Service is responsible for the operation of this service in the most efficient and courteous manner. She reports to the Senior Vice-President and Dean of Administration. Specific duties are as follows:

1. Organizes the Rental Service so it can efficiently carry out its duty to supply correct textbooks to each undergraduate by using information supplied by the Academic Department Chairmen.

2. Maintains optimum number of copies of each book, with directions from Academic Department Chairmen, through purchases of new or used copies and "discards" excess and out-dated texts through Book Nook sales or by bids of used book companies.

3. Distributes copies to students, on campus or extension, and faculty through a checkout system, and provides follow-up for those who do not return books.

4. Provides LTE and student help, through accepted procedures of Personnel and Financial Aids, to man stations for efficient Registration and return rushes.

5. Keep financial records according to accepted business practices.

6. Maintain good public relations with the public by making our work a cheerful service.

# DIRECTOR OF PERSONNEL

The Personnel Director has the responsibility to carry out all phases of a technical personnel operation required to maintain an adequate, qualified Civil Service staff and maintain payroll for staff and faculty. The Director reports to the Senior Vice-President and Dean of Administration. Specific duties are as follows:

1. Establishes working policies and procedures necessary to carry out the Civil Service functions of all classified employees and to maintain an adequate qualifed staff to perform the required duties.

2. Provides and directs the delegated programs and related areas of competitive promotional opportunities, testing, certification, and hiring of all Civil Service employees, and limited term personnel.

3. Coordinates position control data and statistical reports required for budgets, labor turn over, payroll and monthly and annual reports.

4. Supervises the area of re-classifications, surveys and re-allocations of employees in relation to allocation patterns.

5. Administers the Labor Management agreement for covered employees. Maintains necessary records, reports and data required under the agreement.

6. As a member of the bargaining team for the nine State Universities, works with the Board Office in evaluation and making recommendations for contract changes.

7. Acts as a consultant with faculty and classified employees in areas of fringe benefits, payroll procedures, labor relations and Civil Service procedures.

8. Conducts and directs program for training of employees on a continuing basis.

9. Is responsible for the payroll for faculty and classified and limited term employees and related areas.

10. Plans and develops personnel activities and directs the personnel staff in carrying out their assigned functions.

11. Serves as a member of Management Information Committee and the University Council.

## PURCHASING AGENT

The Purchasing Agent is responsible for the functioning of the Purchase Office, reporting to the Senior Vice-President and Dean of University Administration. Duties include, but are not limited to:

1. Edits/clarifies incoming requests for purchase and determines methods and manner of procurement in accordance with State statutes, Department of Administration and Board of Regents directives, and local instructions.

2. Maintains State Procurement Operational Bulletin file and, in applicable commodity areas, prepares appropriate type of purchase order.

3. Prepares single or multiple requests for quotation, analyzes results, makes awards, and prepares proper purchase document dependent upon commodity and value.

4. Confers with faculty, staff, and vendor representatives in the various aspects involved in Purchasing and related functions.

5. Verifies receipt of merchandise, matches vendor invoice with purchase order and approves invoice for payment.

6. Acts as central clearance for service calls for all types of office equipment (typewriters, claculators, spirit duplicators, stencil duplicators, dictator/transcribers, etc.).

7. Provides library facilities of vendor catalogs/price lists for reference use by faculty and staff; provides technical assistance and advice.

8. Coordinates the preparation and submission of movable equipment lists and provides follow-through to ultimate delivery and installation.

9. Maintains files and records and submits reports necessary for efficient operation.

## ASSOCIATE VICE-PRESIDENT FOR SUPPORTIVE SERVICES

The Associate Vice-President for Supportive Services reports to the Senior Vice-President and Dean of Administration and is responsible to him for the efficient conduct of Institutional Research, the Computer Center, Program Development, Campus Safety and Security, and the Physical Plant of the University. He maintains liaison with such University

committees and councils as interest themselves with the affairs of the agencies under his purview. A director for each of the above-named agencies reports to the Associate Vice-President and is responsible to him for the operation of his particular agency, as well as for such other duties as may be assigned him, from time to time. The Associate Vice-President is also responsible for campus planning, labor-management affairs and for such other duties as may be assigned to him by the Senior Vice-President and Dean of Administration, and he represents him and acts in his behalf in his absence or by his direction.

## COMPUTER CENTER DIRECTOR

The Computer Center Director is responsible for the instruction, research, and administrative data processing activities of the Computer Center. He reports to the Associate Vice-President for Supportive Services. Specific duties are as follows:

1. Supervises the assistant director for data processing applications.

2. Supervises the assistant director for academic programs.

3. Meets with faculty and assists them with computer analysis of research projects.

4. Provides adequate facilities and programming personnel for use by faculty.

5. Determines needs and assigns priorities for the development of general statistical research tools on the computer.

6. Provides a continuing educational program for faculty in computer research applications, both in seminar and published materials form.

7. Promotes the use of computers in instructional programs through new courses and special units in existing courses.

8. Developes short, intermediate, and long-range plans for equipment, personnel, and services based upon projected needs in all three areas of application.

9. Prepares budget requests to meet needs of the Computer Center.

10. Prepares recommendations on general Computer Center policies to be considered by the University Computer Center Advisory Committee.

11. Supervises and evaluates all personnel reporting directly to the Computer Center Director.

## DIRECTOR OF INSTITUTIONAL RESEARCH

The Director of Institutional Research has responsibility for the operation of the Office of Institutional Research and reports to the Associate Vice-President for Supportive Services. Specific duties are as follows:

1. Assumes general responsibility for the operation of the Institutional Research Office.

2. Assumes general direction and control of the University's Management Information System.

3. Coordinates and assists in the preparation of reports for the various administrative units of the University for the purpose of facilitating the administrative decision making process.

4. Makes his services available to persons responsible for the preparation of information required by major accrediting association visitation teams.

5. Coordinates this University's participation in various inter-institutional studies.

6. Coordinates, assists in and maintains records of information requests about this University from private profit or non-profit organizations and government agencies.

7. Assumes a major role in the assessment, improvement, and administrative use of the University's data file system.

8. Informally assists faculty and students in design and analysis problems in their research efforts.

## DIRECTOR OF THE PHYSICAL PLANT

The Physical Plant Director is responsible for the management of all Physical Plant resources and personnel. This responsibility includes the identification and effective use of resources, the determination of the type and levels of service that may be offered, and the direction of a staff of professional, administrative, technical and trade personnel. His managerial functions extend into the areas of maintenance, repair, construction and operation of buildings, utilities, equipment and grounds. He has the additional responsibility for high level participation in the facilities planning and space utilization activities. He reports to the Associate Vice-President for Supportive Services. Specific duties are as follows:

1. Develops and recommends for approval, plans, policies and procedures for the performance of routine maintenance, preventive maintenance, and alterations and construction; and for maintenance and improvement of the University's Grounds; and for operation of the Central Heating Plant and utilities.

2. Establishes and maintains departmental organization for the maintenance operation of the University's plants and grounds; appoints major subordinate positions; approves the selection of all other departmental personnel; and evaluates the performance of supervisory personnel.

3. Prepares an annual operating budget for the Physical Plant Department and submits it to the Vice-President for Supportive Services for approval; exercises control to insure adherence to budgeted expenditures and the proper utilization of budgeted funds; and safeguards and accounts for all supplies and equipment.

4. Participates as a top level member of important institutional committees including facilities planning, space utilization, safety and disaster planning.

5. Estimates cost, recommends feasibility, formulates plans and supervises remodeling and alteration projects undertaken by the University staff.

6. Operates Campus Motor Pool, maintains vehicles in safest and best mechanical condition commensurate with budget and man-power available. Maintains record of vehicles and keeps fiscal account of operations.

7. Prepares and submits periodic reports to the Vice-President for Supportive Services reflecting the status, workload and performance of the Physical Plant Department.

8. Assists whenever possible in campus planning, safety operations, etc.

9. Participates in professional activities commensurate with the responsibility of the position.

## DIRECTOR OF RESEARCH AND DEVELOPMENT

The Director of Research and Development is responsible for the implementation of faculty research and the development of new programs at the University. He reports to the Associate Vice-President for Supportive Services. Specific duties are as follows:

1. Exercises supervision over federal, regional, state and private grant and assistance programs.

2. Provides faculty with pertinent information relative to grant and support activities of the various financing agencies and serves as transmitting officer in the grant application process.

3. Coordinates the internal support research program and chairs the faculty committee charged with the responsiblity of screening and funding of faculty proposals funded by state research monies.

4. Provides assistance to faculty and administration in the preparation and development of proposals for extramural support.

5. Apprises faculty of funding possibilities and searches out appropriate legislation to meet the specific needs of research and development programs.

6. Supplies current specific guidelines necessary for proposal preparation and is responsible for initiating contact with appropriate funding agencies as required by the various proposals.

7. Serves in a liaison capacity with all federal and state agencies with special emphasis on the University's relationship to the State Universities System Office.

8. Works cooperatively with the University Federal Programs Advisory Committee in developing recommendations by which the University can take advantage of appropriations afforded by expanding state and federal legislation.

## DIRECTOR OF SAFETY AND SECURITY

The Director of Safety and Security is responsible for the administration and operations of the Department of Safety and Security. He reports to the Associate Vice-President for Supportive Services. Specific duties include, but are not limited to:

1. Development and implementation of plans and programs involving protection of students, faculty, staff and visitors and safeguarding state-owned buildings and other properties.

2. Supervision of police officers, security officers, one secretary, switchboard operators, LTE's and a variable number of student assistants.

3. Supervision and coordination of auxiliary activities, including Identification, Centrex Switchboard, Motor Vehicle Registration and Parking Control, Special Events and details of augmentation by local or county law enforcement agencies when required on campus.

4. Assignment of security personnel to functions and areas in which the best possible service to the University community may be provided.

5. Providing a continuing in-service training program designed to emphasize Security's relationship to the University community and develop a high degree of professionalism in the organization.

6. Accountability for revenue collected and for expenditures of funds within budgetary limitations.

7. Maintaining records and statistics to determine trends in violation of rules and regulations and conducting investigations of incidents such as thefts, vandalism and disturbances.

8. Participation in staff conferences involved in policy making decisions applicable to many facets of University life.

## EXECUTIVE DIRECTOR, BUSINESS

The Executive Director of Business has the responsiblities for the operation of the Auxiliary Enterprises and the office of the Controller, and reports to the Senior Vice-President and Dean of Administration. Specific duties are as follows:

1. Organizes the Auxiliary Enterprises to insure the efficient execution of their respective functions and to contribute to the maintenance of good relations within the University community.

2. Provides for institutional accounting, budgetary control and fiscal reporting in close cooperation with the Director of Research and Development and the Computer Center.

3. Provides for coordination between the business services and other University departments to insure efficient day-to-day flow of business activities within the University.

4. Provides for continuous evaluation of the functions and performance of the Auxiliary Enterprises and office of the Controller.

5. Participates in professional activities commensurate with the responsibilities of the position.

6. Assists in providing an informative system.

## CONTROLLER

The Controller has the responsibilities for the operation of University Accounting and reports to the Executive Director, Business. Specific duties are as follows:

1. Directs the institutional program of financial control and reporting.

2. Directs the operation of the student accounts receivable file.

3. Directs the operations of the financial aids accounting unit, grant accounting, delinquent account collection, student payroll processing and the Cashier's Office.

4. Analyzes and revises accounting methods and procedures.

5. Provides information to assist in departmental understanding of financial functions, procedures and policies.

## DIRECTOR, UNIVERSITY CENTER

The Director of the University Center has the responsibility for the operation of the University Center and all of its auxiliary enterprises and reports to the Executive Director, Business. Specific duties are as follows:

1. Coordinates all services and activities of the University Center and its satellite buildings within the academic purpose of the University and be responsible for its operation.

2. Works with the University Center Board to formulate and administer policies, goals and regulations for the purpose of providing services and facilities for the total campus community in an efficient manner.

3. Prepares and administers the University Center budget, including associated auxiliary enterprises such as food service and bookstore.

4. Coordinates all maintenance and operations of those buildings under the University Center maintenance responsibility.

5. Directs the planning, equipping and staffing of all new Center Additions or food service buildings.

6. Coordinates the cultural, social and recreation offerings of the University Center Activities Board (an all student board) with those programs offered by other University departments or organizations.

7. Coordinates the University Center's boarding plan with the residence hall programs.

## BOOKSTORE MANAGER

The Bookstore Manager has the responsibilities for the operation of the bookstore and reports directly to the University Center Director. Specific duties are as follows:

1. Directs pricing, returning, and selling of all books and supplies sold by the bookstore--includes meeting and discussing the existing supply of books and supplies and new books and supplies with salesmen.

2. Reviews all invoices, statements of accounts and packing slips, and determines the proper amount to be paid and approves for payment all outstanding debts of the bookstore.

3. Supervises checking in of books and supplies.

4. Supervises, schedules, and trains textbook supervisor, cashier/postal supervisor, bookkeeper and secretary and is ultimately responsible for all personnel within the bookstore operation.

5. Assists sales clerks and other personnel during peak periods of activities.

6. Maintains complete inventory control of all articles sold in bookstore.

7. Works with faculty and students to coordinate bookstore activities with their needs.

8. Corresponds with book publishers concerning buying, billing problems, and returning of books.

9. Purchases all supplies and equipment necessary for operation of bookstore.

10. Responsible for cap and gown rental.

11. Determines and initiates methods and procedures of bookstore operations.

12. Coordinates efforts of bookstore personnel toward better efficiency, economy, of operation and public relations.

13. Hires and dismisses, for cause, all personnel employed by the bookstore.

14. Other duties as assigned by the University Center Director or that may arise in the course of daily operations.

## DIRECTOR OF FOOD SERVICES

The Food Services Director has the responsibility for the operation of all Campus Food Service except vending and reports to the Director of University Center. Specific duties are as follows:

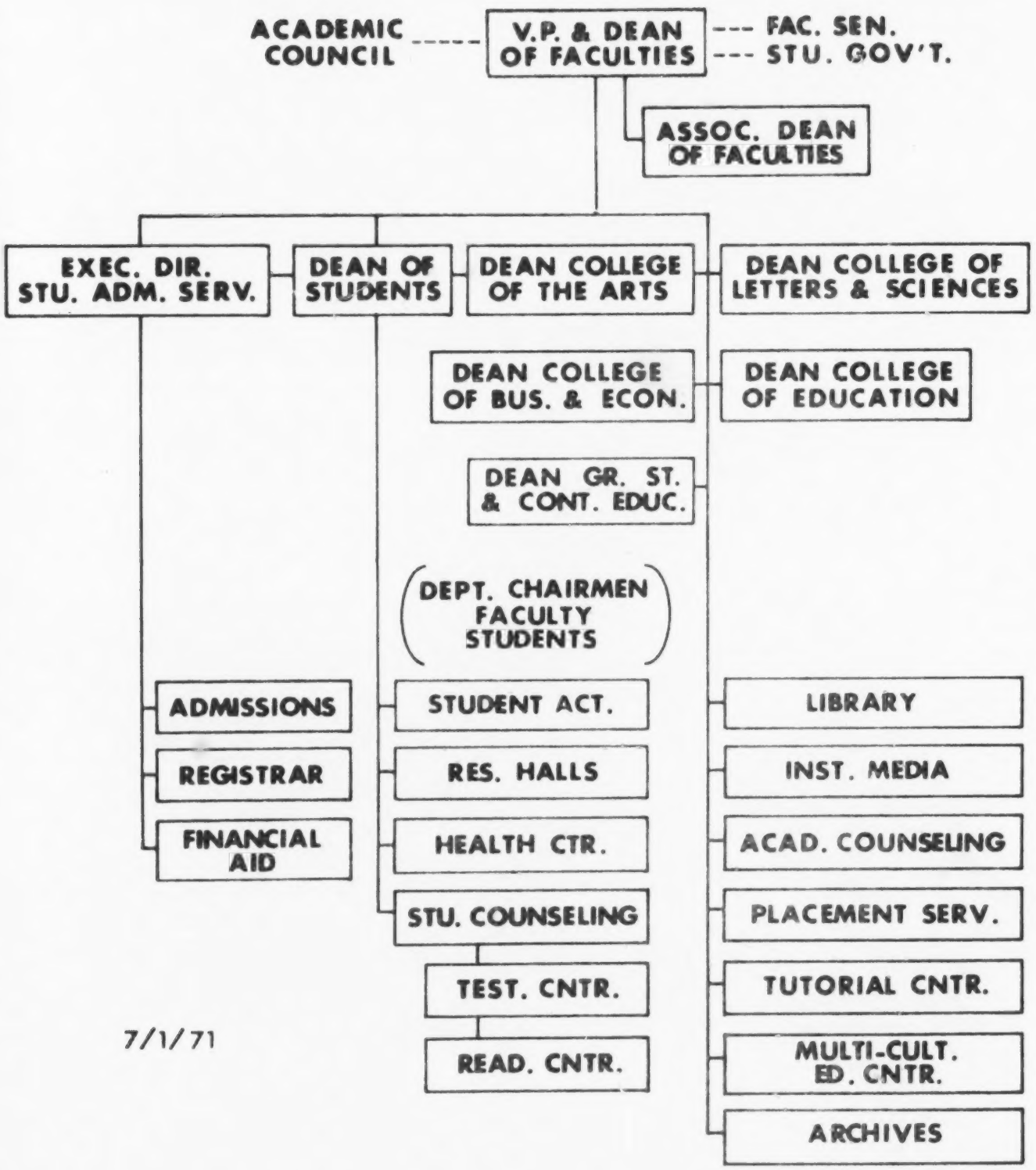
1. Oversees and administers the day-to-day functions of all food service areas and/or events. This will include sales, menumatics purchasing, personnel and sanitation in the service of the Boarder Food Program and the University Center Food Services.

2. Works on specific projects and/or committees within the University community.

3. Participates in professional activities commensurate with the responsibilities of his position.

4. Provides an atmosphere of cooperation with students, faculty, and administration to insure proper food service is provided for all.

# DIVISION OF ACADEMIC AND STUDENT AFFAIRS
# WISCONSIN STATE UNIVERSITY, WHITEWATER
# WHITEWATER, WISCONSIN

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# IV. DIVISION OF ACADEMIC AND STUDENT AFFAIRS

## VICE-PRESIDENT AND DEAN OF FACULTIES

The Vice-President and Dean of Faculties exercises general responsibilities for the academic and student affairs functions of the University. This involves direct supervision of the four undergraduate Colleges, the School of Graduate Studies and Continuing Education, the Dean of Students Office, the Student Administrative Services, the Libraries, the Placement Services, the Instructional Media Services, the Tutorial Services, the Multi-Cultural Educational Center, and the University Archives.

## ACADEMIC COUNCIL

The Academic Council is an advisory body that meets weekly to discuss matters of concern in the Academic and Student Affairs Divisions. Its membership consists of: Associate Dean of Faculties, Dean of the College of The Arts, Dean of the College of Business and Economics, Dean of the College of Education, Dean of the College of Letters and Sciences, Dean of the School of Graduate Studies and Continuing Education, Associate Dean of the School of Graduate Studies and Continuing Education, Dean of Students, and Executive Director of Student Administrative Services. In addition to the above, key personnel of the University are invited in from time to time to discuss specific topics. The main purpose of the Council is to provide an avenue of communication among its members on matters relating to faculty personnel, instruction, and student affairs. It is also a means by which information can be disseminated uniformly and duties assigned as they are needed.

## ASSOCIATE DEAN OF FACULTIES

The primary responsibility of the Associate Dean of Faculties is to assist the Vice-President and Dean of Faculties in the areas of academic affairs and student affairs. Of primary concern to the Associate Dean of Faculties are: Academic Counseling, Curriculum, Instructional Media, the Library, Records and Registration and the Tutoring Center. The Associate Dean of Faculties acts as Chairman of the R.O.T.C. Council, the Instructional Media Council and the University Curriculum Committee and represents the Office of Academic Affairs on the Academic Standards Committee and the Honors Council.

## DEAN OF THE COLLEGE

The Dean of the College is the chief administrative officer of that college, responsible to the President via the Vice-President and Dean of Faculties for all matters relating to the development, growth and integration of the college activities with those of the University. Matters of chief concern include: a balanced program consistent with the mission of the University; continued study of trends and needs within his area to insure that the graduate will have the appropriate training and supplementary background to meet the requirements of his chosen major for assuming his role as a citizen and/or admission to further graduate study if eligible; and providing adequate facilities and equipment required to implement the educational process within his area of jurisdiction. The Dean, together with his associates and assistants through the department chairmen has the responsibility of building and maintaining a faculty capable of meeting the stated educational goals and complying with the desired accreditation requirements for the areas of education within his college. It is the responsibility of the Dean and his staff to provide an administrative environment whereby the individual professor and student can reach for and attain those academic goals expected of a University program within its financial resources. As chief executive officer of the college, the Dean has full responsibility for operating within the budgetary limits available to him. It is likewise the responsibility of the Dean to insure development of a sound public relations program among the several constituencies of the college and University.

## DEPARTMENT CHAIRMAN

A department chairman has the responsibility for the operation of the department he supervises and reports to the dean of the college. Specific duties area as follows:

1. Serves as both the educational and administrative leader of his faculty. He represents the faculty to the administration, and the administration to the faculty; and in this role he is recognized by both faculty and administration as one in whom there has been placed a special degree of responsibility and confidence by all parties concerned with the well-being of the University. Thus he is given authority commensurate with his responsibility.

As educational leader, the department chairman is dedicated to the continued development of his department. He encourages and aids the faculty in the acceptance and accomplishment of its proper academic and

departmental responsibilities. He encourages and aids the faculty in the development of sound departmental curricula, policies, plans and professional growth. His leadership promotes and encourages such improvement within the department as is consonant with the highest standards of scholarship, instruction and professional conduct.

2. Makes recommendations to the dean of the college after consultation with appropriate faculty members or committees regarding initial appointments in the department, leaves of absence, dismissals, salary increment evaluations, Teacher Improvement Assignments and non-reappointments.

3. After consultation with the tenured faculty of the department where such exists, makes recommendations to the dean regarding appointments which will result in tenure.

4. After consultation with those members of the department who are superior in rank, makes recommendations for promotion of those inferior in rank.

5. Initiates and encourages others to initiate periodic assessments of the department's curriculum and transmit departmental decisions on curriculum revisions to the appropriate curriculum committees.

6. Holds regular meetings of the departmental faculty to strengthen instructional efficiency and discuss departmental affairs.

7. Subject to the approval of the dean of the college, develops a timetable of classes, assigns courses to staff members and recommends the work load of the staff in the department after consultation with the interested members whenever consultation is possible. In the College of Education, chairmen of the appropriate departments will provide faculty for the supervision of student teachers.

8. Formulates departmental budget requests and approves all requisitions for supplies and equipment consistent with the budget allocations and departmental and University policies.

9. Approves all textbook orders and requests for supplies consistent with departmental policy and University policy.

10. Supervises the checking out process for faculty members who are not returning or who will be on leave.

11. Certifies the completion of major and minor requirements of candidates for graduation consistent with departmental and University policies.

12. Supervises and evaluates the faculty and instructional program in the department by such procedures as consultation with faculty members, class visitations and the encouragement of professional activities.

13. Supervises all classifed employees and arranges for the supervision of student and graduate assistants assigned to the department.

14. Be responsible for all equipment and for an accurate inventory of all equipment issued to the department.

15. Arranges for an effective academic counseling program for majors and minors and prospective majors and minors and supervises this academic counseling program.

16. Establishes and supervises the library purchase program for the department.

17. Assumes responsonsibility for the preparation of all copy for departmental offerings for the catalog consistent with departmental and University policy.

18. Maintainsrecords required for the administration of the department.

DEAN OF THE SCHOOL OF GRADUATE STUDIES AND CONTINUING EDUCATION

The Dean is primarily responsible for the operation of the School of Graduate Studies and shares a "team" responsibility for the areas of summer school, extension services, and conferences with the Associate Dean whose primary responsibilities are these latter areas. Likewise, the Associate Dean shares a "team" responsibility with the Dean for the over-all operation of the School of Graduate Studies.

The Dean reports directly to the Vice-President and Dean of Faculties. Specific duties are as follows:

1. To organize the School of Graduate Studies and its office procedures so that it can efficiently and effectively carry out student service programs to those enrolled in the Graduate School.

2. To cooperatively plan with the Associate Dean to present and to execute an annual budget for both graduate studies and continuing education.

3. To be acquainted with the general policies and procedures of the over-all operation of the area of Continuing Education (extension services, conferences, etc.).

4. To participate in professional activities on and off campus commensurate with the responsibilities of the position.

5. To give leadership to faculty and staff and to maintain rapport between the various departments and colleges offering graduate programs.

6. To give counseling and guidance to graduate students and prospective graduate students.

7. To assist in the development of new graduate programs and to continually evaluate programs in operation.

8. To serve as admissions examiner for graduate students.

9. To execute the responsibilities (policies and programs) delegated to the Dean by the President of the University, the Graduate Constitution, the Graduate Faculty, and the Graduate Council.

10. To call and conduct regular meetings of the Graduate Council and the Graduate Faculty and to report the actions of these groups to the President of the University and other appropriate groups.

11. To assist in maintaining a liaison function among university services and academic departments pertaining to graduate work and continuing education.

12. To serve on various standing committees of the University.

13. To conduct comprehensive examinations and certify to the Registrar and to the President of the University those who have completed the requirements of the master's degree.

14. To construct and publish an annual bulletin of the School of Graduate Studies.

15. To collect, review, organize and approve publication of semester and summer school graudate school class schedules and to supervise registration procedures for the Graduate School.

16. To provide annual reports to the President of the University concerning the operation of the School of Graduate Studies and Continuing Education.

17. To supervise staff personnel in the maintenance of complete and up-to-date academic records for all graduate students and to provide adequate storage space for such records.

18. To administer the program of graduate assistantships.

ASSOCIATE DEAN, SCHOOL OF GRADUATE STUDIES AND CONTINUING EDUCATION

The Asssociate Dean is primarily responsible for the Continuing Education phase of the School of Graduate Studies and Continuing Education and shares a "team responsibility" with the Dean for the overall operation of the School of Graduate Studies and Continuing Education. The Associate Dean reports directly to the Vice-President and Dean of Faculties on the continuing education phase. Specific duties of the Associate Dean are as follows:

1. Coordinates the complete Summer School operation through the offices of the Deans.

2. Coordinates all extension offerings.

3. Coordinates Grambling College-WSU-Whitewater Exchange Program.

4. Coordinates Fulbright, Woodrow Wilson and Danforth Fellowship Programs.

5. Coordinates National Education programs.

6. Distributes monthly Continuing Education forms.

7. Coordinates and supervises Radio Station operation.

8. Coordinates planning of all on campus Conferences.

9. Coordinates the camp programs held on campus each summer.

10. Plans budgets for Summer School, Extension, and Radio Station.

11. Handles accounting for all Summer School, Radio and Extension Services.

12. Represents the University to the Board Office on Open Education Committee.

13. Is a member of the Wisconsin Council of Extension Directors.

14. Is a member of Academic Council, President's Cabinet, and University Council.

15. Coordinates all Study Abroad Programs for both credit and non-credit.

16. Teaches one-fourth time as Professor of Business Education.

## ACADEMIC STANDARDS COUNSELOR

The Academic Standards Counselor works with and for the Academic Standards Committee with specific concern for students who are having academic problems. He reports to the Vice-President and Dean of Faculties via the Associate Dean of Faculties. Specific duties are as follows:

1. Prepares pertinent data for the Academic Standards Committee on those students who have been dismissed from the University for academic reasons and are appealing to the Committee for re-instatement.

2. Keeps students notified of their academic status in accordance with the academic and dismissal regulations of the University.

3. Counsels with those students who are having academic problems and attempt to find some way to alleviate the problem through suggestions or referring them to areas for specific help.

4. Acts as an office where students and parents can get answers regarding the academic status of the student.

5. Counsels with students regarding their course load, such as, basic studies requirements, repeat courses, cancel of classes, number of credits to carry, etc.

6. Keeps a file of information on each student counseled by the office.

7. Prepares statistical data pertinent to the activities of the office.

## UNIVERSITY ARCHIVIST

The University Archivist is responsible for the operation of the Area Research Center, including the University Archives, in accordance with the Area Research Center Agreement between the University and the State Historical Society of Wisconsin, and for the conduct of the records management program of the University in accordance with applicable statutes. He reports to the Vice-President and Dean of Faculties via the Associate Dean of Faculties. Specific duties are as follows:

1. Preserves the archives of the University and the other records deposited in the Area Research Center or loaned to it by the State Historical Society.

2. Enforces the rules of the State Historical Society governing access to and use of its research materials and makes and enforces such additional rules governing the use of the Center as are necessary, reasonable, and consistent with applicable laws.

3. Assists patrons of the Center, including students, faculty, laymen, in finding research materials or information relevant to the materials of which he has custody or to which he has access through the Area Research Center Loan Program of the State Historical Society.

4. Advises and assists faculty in devising class assignments through which students are introduced to the use of source materials and the techniques of scholarly research.

5. Helps administrators, faculty, and students to use the University Archives as required in the performance of their duties or in the conduct of activities authorized by the University.

6. To the extent of his ability to do so, assists the State Historical Society in the collection of historical records in Jefferson, Rock, and Walworth counties.

7. Causes University records to be inventoried and described and recommends retention and disposalschedules for them; maintains liaison between the University and the Committee on Public Records of the State of Wisconsin; destroys non-current records unworthy of preservation in accordance with applicable statutes and the rules of the Committee on Public Records; and receives, for the State Historical Society, non-current records worthy of preservation because of their legal, administrative or historical values.

8. Advises and assists University officials in devising workable filing and recordkeeping systems which facilitate the retrieval of information, avoid unnecessary duplication of records, and allow the prompt destruction of worthless non-current records and the permanent preservation of important records.

9. Supervises faculty, classified staff, and student assistants assigned to the Area Research Center and assigns them duties consistent with the needs of the Center and their training and experience.

10. Keeps accurate records of the patronage and activities of the Area Research Center and of materials borrowed by or loaned by it.

11. Authorizes expenditures of funds allocated to the Center and conserves its supplies and equipment.

12. Makes recommendations to the Vice-President and Dean of Faculties concerning the budget, staffing, and activities of the Area Research Center.

Maintains and extends his professional competence by participation in archival and historical associations, by continued study of the literature of archival practice, and by maintaining his knowledge of the organization, activities, and history of the University.

14. Actively encourages scholarly research and cooperates with the University Libraries, other offices of the University, and community groups to this end.

## DIRECTOR OF INSTRUCTIONAL MEDIA SERVICES

The Director of Instructional Media Services is responsible for the program of media services to the instructional program. The Director reports to the Vice-President and Dean of Faculties through the Associate Dean of Faculties. Specific duties are as follows:

1. Supervises and administers the motion picture film service (rental and purchase), projection service, audiovisual equipment service, audio service, television service, and the graphic production service.

2. Provides consultation to faculty and administration in planning and utilizing media in the instructional program of the University.

3. Represents the WSU-W on the Educational Media Council of the State University System.

4. Is a member of the Instructional Media Council. Administers for the Council, the capital budget, the review of all instructional media equipment purchases inventory, stenciling, preventive and corrective maintenance. Provides reports for Council discussion, recommendation and policy formation.

## DIRECTOR OF LIBRARIES

The Director of Libraries is responsible to the Vice-President and Dean of Faculties via the Associate Dean of Faculties. He administers and is responsible for the operations of the following departments in the library: Acquisitions, Catalog, Reference, Government Documents, Learning Materials Center, Periodicals, Circulation and Reserve, and the Graduate and Special Collections. His specific duties are as follows:

1. Formulates and administers policies, rules and regulations for the purpose of securing the fullest use of the library by students and faculty.

2. As a member of the faculty, he participates in the formulation of the educational policies of the institution.

3. He is a member of the University Library Committee, the Graduate Library Committee, the Computer Center Committee, the Instructional Media Council, the Librarian's Council, and the Librarian's Cabinet, as well as the University Council. He serves as chairman of the library departmental representatives faculty group.

4. Maintains official relationships with the president, vice-presidents, deans and business manager.

5. Is responsible for developing the reading collections (print and non-print) that will implement the educational program.

6. Maintains personnel records, making recommendations regarding appointments, promotions, transfers, salary adjustments and other personnel matters, as well as rating staff members on their efficiency.

7. Makes the library and its resources known to the student body and faculty.

8. Keeps in touch with library developments by attending conferences and reading professional literature.

9. Participates in campus activities, discussing with faculty departmental needs and opportunities for acquisition of reading materials.

10. Deals with representatives of the book trade--foreign book agents, book jobbers, salesmen for book publishers and private owners.

11. Maintains a library staff manual and brings it up to date from time to time.

12. Assists in securing gifts for the library, and accepts gifts with the understanding that the library has the right to dispose of any gift that does not appropriately fit into the library holdings.

13. Cooperates with librarians and scholars in making resource materials available for research.

14. Faculty, student and alumni contacts are made by him.

15. Some miscellaneous duties are as follows: prepares and administers the library budget; helps to plan new library buildings or the alterations in existing structures; prepares reports and memoranda; sees that essential records and statistics are kept; conducts library staff meetings, and supervises the work of the library staff; makes proposals concerning staff salaries; etc.

## DIRECTOR OF PLACEMENT SERVICES

The Placement Director has the responsibilities for the operation of the Placement Service and reports to the Vice-President and Dean of Faculties. Specific duties are as follows:

1. Organizes the Placement Office so that it can efficiently carry out its student service programs and efficiently maintain good relations with employers and the University community.

2. Provides facilities and professional assistance which will enable the employer to select candidates to meet his employer's needs.

3. Participates in professional activities commensurate with the responsibilities of the position.

4. Provides an atmosphereof cooperation with faculty and administration to give active support to an effective placement program for students and alumni.

5. Assists the student or alumnus in achieving his career objectives.

6. Makes the student aware of the many and varied career opportunities that exist including their requirements and changing nature.

7. Motivates the student to a continuous appraisal of his career goals.

## DIRECTOR OF TUTORIAL CENTER

The Director of Tutorial Center has the responsibilities for the operation of the Tutorial Program and reports to the Vice-President and Dean of Faculties via the Associate Dean of Faculties. Specific duties are as follows:

1. Organizes and coordinates the program with all appropriate academic departments that it can efficiently carry out its function of serving students in need, while at the same time receiving support from the various academic departments.

2. Provides facilities and professional assistance for the operation and promotion of the program.

3. Participates in professional activities commensurate with the responsibilities of the position.

4. Develops methods of selecting Tutorial assistance in cooperation with deans and department chairmen.

5. Provides supervision and guidance to instructors.

6. Prepares all periodic reports required by the Vice-President and Dean of Faculties.

7. Provides information on the operation of the Center to the campus as well as for any other outside sources.

## DEAN OF STUDENTS

The Dean of Students has the responsibilities for student personnel administration and reports to the Vice-President and Dean of Faculties. Specific duties are as follows:

1. Serve as the immediate supervisor for and coordinate the offices and policies of the:

a) Associate and Assistant Deans of Students
b) Director of Student Counseling
c) Director of Housing
d) Director of Student Activities
e) Director of Student Health Services
f) Directors of Residence Halls

2. Approve the budgets for the operation of offices listed above.

3. Coordinate staff recruitment, hiring, professional development, research, and conferences for areas listed in No. 1.

4. Develop a program of practicum experiences for graduate students in the area of student personnel. Coordinate assignments with other student personnel administrators. Supervise and evaluate the performance of those students working with the Dean of Students Office.

5. Plan, coordinate, and implement the undergraduate Resident Assistant program in men's and women's residence halls.

6. Coordinate residence halls programming.

7. Coordinate with other University offices and work with hall directors in implementing a program of academic counseling and referral services to all students in residence halls.

8. Provide advisorship to the Resident Assistant Council and be responsible for all phases of RA program development and implementation.

9. Maintain personnel records for all students.

10. Provide personal and group counseling services for all students.

11. Interpret and administer University policies on student behavior.

12. Promote student participation in the formulation and implementation of University policy.

13. Provide references and other requested information to prospective employers and universities accepting transfer students from Wisconsin State University.

14. Conduct interviews for students withdrawing from the University.

15. Provide representation for the University in the event of a student tragedy.

16. Serve as co-advisor of the Student Senate and Student Assembly in accordance with the Student Senate Constitution.

17. Provide advisors for Interfraternity Council, Panhellenic Council, and Associated Women Students.

18. Serve on the President's Cabinet, Academic Council, and as chairman of the University Student Affairs Committee.

19. Serve as the official University liaison officer for representatives of the Peace Corps.

20. Serve as the official University liaison officer for representatives of the military services.

21. Coordinate the efforts of all personnel involved with the Dean of Students Publications Committee, establish copy due dates, and edit all publications of the Dean of Students Office.

22. Plan and implement the annual Guidance Conferences.

## DIRECTOR OF HOUSING

The Director of Housing has the responsibilities for the operation of the University Housing Office and reports to the Dean of Students. Specific duties are as follows:

1. Work with the Dean of Students in the development of policies which affect private or University housing.

2. Prepare the budget for review by the Dean of Students and presentation to appropriate presidentially designated administrators for final approval.

3. Administer the budget in a manner consistent with departmental, divisional, and University policy.

4. Mail housing information to all new students and coordinate this mailing with the processing procedures used by the Admissions Office.

5. Notify students of specific residence hall assignments.

6. Work with the Computer Center in developing procedures for computerized room assignments, within the framework of established room assignment policies.

7. Develop and maintain accurate records of all students in residence halls.

8. Develop procedures and process applications for requests for transfer of residents from one hall to another.

9. Provide hall directors with information, instructions, and necessary forms related to:

a) Residence hall opening and closing procedures and dates
b) Room inventory procedures for check-in and check-out residents
c) Billing procedures for damages to student rooms
d) Inventory of hall director apartments
e) Work-study and regular payroll allocations
f) Other matters related to business or maintenance procedures of the residence halls

10. Interpret and implement University rental refund policies for students.

11. Keep accurate financial records of all residence halls credits, expenditures, and encumbrances.

12. Work with the Wisconsin Telephone Company, linen distributors, food service management, vendors, and other local or University agencies in coordinating and implementing housing procedures with their services. Policies and contracts affecting these operations are determined in consultation with the Dean of Students and/or other policy-making bodies of the University, as needed.

13. Coordinate listings of faculty and married student housing and assist these groups in locating housing accomodations.

14. Serve as the official liaison between the University and the maintenance staff concerning physical plant and maintenance needs in residence halls.

15. Work through the student personnel advisors of the Resident Assistant Council and the Residence Hall Federation in the interpretation to these groups of University policies related to housing.

16. Develop and implement a plan to assure that University policy concerning requirements for living in residence halls are enforced.

17. Work with the Residence Hall Publication Committee chairman in coordinating Residence Hall Living with other publications of the Office of the Dean of Students. Submit copy to the chairman for editing.

18. Coordinate theft reports for residence halls by recording all reports and forwarding a weekly report in duplicate to the Dean of Students.

19. Work with appropriate University offices in providing housing for conferences and similar groups or individuals.

## DIRECTOR OF STUDENT ACTIVITIES

The Director of Student Activities has the responsibilities for the operation of the Student Activities Office and reports to the Dean of Students. Specific duties are as follows:

1. Assist and advise recognized student organization, including sororities and fraternities, University Center Activities Board, Residence Hall Federation, departmental clubs, and special interest groups, in their development of both on and off-campus extracurricular activities.

2. Administer the University Calendar. The responsibilites of calendaring include the scheduling, coordination and promotion of all on-campus activities.

3. Be responsible for the preparation and distribution of the University Campus Affairs Bulletin (schedule of meetings and special events being held on campus) and the Calendar of Events Brochures.

4. Supervise classified personnel who have the responsibility of reserving University facilities.

5. Assist and advise individuals and groups seeking University recognition as a student organization.

6. Act as a resource person for University recognized student organizations by providing budgetary counseling for organizational treasurers and leadership seminars for organizational leaders and representatives. The leadership seminars are to be structured to assist individuals in developing democratic practices and procedures in small group activities.

7. Provide assistance to faculty advisors of the University recognized student organizations.

8. Maintain an active file, including a current listing of officers and advisors, of all University recognized student organizations.

9. Assist student governing groups (Student Senate, Student Assembly, Associated Women Students, Interfraternity Council, Panhellenic Council, Residence Hall Federation), to minimize conflicts and to allow the groups to work toward positive educational goals.

10. Serve as ex officio advisor to the Student Assembly and Student Senate, working with the members on individual and group basis to help bring about interpersonal communications.

11. Participate in the development, planning and promotion of University approved special programs, i.e., organizational night, Law Day, etc.

12. Assist in planning, scheduling and coordination of all activities for freshman registration and orientation.

13. Serve as the Chairman of the University Homecoming Board.

14. Serve as a continuing member of the University Cultural Affairs Coordinating Committee.

15. Serve as a continuing member of the Organized Activity Allocation Committee.

16. Coordinate the selection and publication of student appointees to faculty and administrative committees.

17. Serve as a continuing member of miscellaneous University committees, i.e., Recreation Coordinating Council, Dean of Students Office--Visitation Advisory Committee, etc.

## DIRECTOR OF STUDENT COUNSELING CENTER

The Director of the Student Counseling Center has the responsibilities for the operation of the Student Counseling Center, Testing Center, and Reading Center, and reports to the Dean of Students. Specific duties are as follows:

1. Coordinate, recruit, train, supervise, develop, and evaluate professional and supportive staff members.

2. Prepare and administer budget.

3. Administer and coordinate center and counseling activities. With the staff develop and implement policies and philosophies of counseling service operation.

4. Participate in the selection and training of University, staff, and student paraprofessional personnel as appropriate and desirable.

5. Provide training opportunities for appropriate graduate students as trainees and interns or paraprofessionals.

6. Provide the opportunity for staff members to conduct research to determine the effectiveness of its services and to improve these services. This includes studies such as those on counseling outcomes, methods, instruments, techniques and procedures.

7. Develop and coordinate liaison with the University Health Center, Testing Center, Reading Center, and the Office of the Dean of Students.

8. Maintain an Occupational Information Library, Supervise functions of vocational counselor and the development and maintenance of an occupational information library by providing extensive vocational information necessary to assist students in determining their occupational plans.

9. Provide counseling and psychotherapy. Provide confidential assistance with educational, vocational, personal, marital, developmental and social problems.

10. Provide group counseling and psychotherapy. Provide assistance in improving the student's ability to communicate and to relate effectively to others and to examine personal values as well as other personal and educational matters.

11. Provide consultation regarding individual students as requested or needed with other campus offices within the context of preservation of students confidential relationship with the counseling service.

12. Provide an active role in interpreting students to faculty and staff. This may be done by serving on committees, by conducting research about the students and their behavior and the influence of faculty and the institution upon students and by dessemination of the outcome of such research to the total community.

13. Provide such advisory services as consultation, supervision, and/or in-service training upon request to faculty members, administrators, residence hall personnel, and other student personnel workers in working with students.

14. Assess students, upon faculty or administrative requests with clear student concurrence, as an aid to student academic decisions. This function must be carefully distinguished from assessment as part of counseling, which is bound by the confidential nature of that process.

15. Participate in University program development and all aspects involving students, with particular reference to admissions, orientation, educational policy.

## DIRECTOR OF INSTITUTIONAL TESTING

The Institutional Testing Director has the responsibilities for the operation of the Testing Center and reports to the Director of the Student Counseling Center. Specific duties are as follows:

1. Coordinate, supervise, and administer the institutional group testing programs of the University. These programs include the ACT examination, foreign language placement, international student English proficiency, and the senior level testing program.

2. Provide personal evaluation testing services for the Student Counseling Center.

3. Serve as coordinator for all national testing programs for the University.

4. Coordinate, supervise, and administer correspondence examinations taken through other institutions for WSU-W students.

5. Provide interpretive reports to the faculty and administration, analyzing results of institutional examinations taken by WSU-W students.

6. Conduct in-service programs for faculty on interpretations and use of available data and research in academic and personal advising and counseling.

## DIRECTOR OF THE READING CENTER

The Reading Center Director has the responsibilities for the operation of the Reading Center and reports to the Director of the Student Counseling Center. Specific duties are as follows:

1. Administer tests, conduct interviews, and confer with other faculty members in an effort to diagnose and treat student difficulties.

2. Conduct research and related activities to ascertain the efficiency of the program.

3. Actively engage in professional activities related to this area to promote creative innovations in reading.

4. Help students acquire an independent ability to read and study.

5. Maintain records for follow-up treatment and for referral purposes.

6. Provide materials which promote a life-long interest in reading.

7. Attempt to coordinate academic requirements with leisure time reading activities.

8. Work with departments and individual instructors to provide cooperation between context requirements and those students experiencing reading-studying difficulties.

## DIRECTOR OF STUDENT HEALTH SERVICE

The Director of the Student Health Service has the responsibility for the medical direction of the Student Health Service and reports to the Dean of Students. Specific duties are as follows:

1. Set medical policies and procedures to be followed in the Student Health Service and be responsible for the general health of the University students.

2. Provide medical care for students through:

a. Health Center Office hours from 11:00 a.m. until 2:00 p.m., Monday through Friday, each day that school is in session during the regular school year.

b. Office hours for one hour a day Monday through Friday during the summer session.

c. Emergency service for twenty-four hours a day, seven days a week when school is in session.

d. House calls in emergency situations.

3. Supervise health policies for the University athletic and physical education program. This includes physical examinations of athletes before participating in sports, and attendance at all home football games.

4. Speak and serve as a consultant at in-service meetings with Health Center staff, Hall Directors, householders, and resident assistants as scheduled by the University Nurse.

5. Administer tuberculin skin tests annually to University students preparing for student teaching and to Roseman School children.

6. Advise in plans for operation of the new Health Center and its use of therapeutic and diagnostic equipment.

7. Set medical policies and serve in an advisory capacity for Roseman School children regarding health problems.

8. Supervise environmental and safety policies as they affect the health of the University and Roseman school community.

9. Give immunizations to Roseman school children, University students, and staff as scheduled annually.

# UNIVERSITY NURSE

The University Nurse has the responsibility for the operation of the Student Health Service under the medical direction of the Director of the Health Center, and reports to the Dean of Students. Specific duties are as follows:

1. Work with the Medical Director in developing policies for medical care, health education and a healthful environment for University students.

2. Manage the Health Center under the medical direction of the Director.

3. Recruit, supervise and evaluate the nursing, paramedical (to be added this year) and secretarial staff.

4. Develop in-service program for staff.

5. Supervise the fulfillment of State health requirements for faculty and staff under the direction of the President of the University.

6. Coordinate and supervise the campus tuberculosis control program which includes:

   a. Annual tuberculin testing for student teachers and University Laboratory School pupils.
   b. Annual chest x-rays of all positive tuberculin test reactors.
   c. Chemotherapy program as prescribed.
   d. Arrangements with State Board of Health for periodic visits of Mobile X-ray Unit on campus.

7. Maintain health records for all University students, including graduate students.

8. Arrange for physical examinations of all students in Varsity athletic programs.

9. Meet with various groups on request to interpret student health program. Cooperate with other departments in the follow-up of student health problems as it relates to the academic program.

10. Serve on the following University committees: Student Health, Student Affairs, University Council, New Health Center Planning, Student Insurance and University Food Service.

11. Serve as academic advisor for all Pre-Nursing students.

12. Teach Health Education classes in Biology Department.

13. Prepare the annual budget. Order all medical equipment, medical supplies and pharmaceuticals.

14. Prepare the annual report and all other reports, questionnaires, bulletins, newspaper articles and correspondence.

15. Supervise and operate the Roseman University Laboratory School health program. This includes the annual immunization program for these pupils and the campus community.

16. Provide student teachers in Roseman School with opportunities to observe and assist with health procedures for the elementary school child.

## FOREIGN STUDENT ADVISOR

The Foreign Student Advisor has the responsibility of assisting foreign students and reports to the Dean of Students. Specific duties are as follows:

1. Provides personal counseling for all foreign students.

2. Conducts an orientation program for all new foreign students.

3. Provides information regarding immigration regulations and subsequent changes to all foreign students.

4. Provides data to the Financial Aids Office to assist in awarding of international student scholarships.

5. Coordinates activities involving foreign students and the community host family organization.

6. Maintains accurate information and data for all foreign students.

7. Serves as continuing member of the International Student Advisory Committee.

EXECUTIVE DIRECTOR OF STUDENT ADMINISTRATIVE SERVICES

The Executive Director of Student Administrative Services is appointed by the President. He is directly responsible to the Vice-President and Dean of Faculties. Specific duties are as follows:

1. Supervise the activities of the Office of Admissions, Office of the Registrar and Office of Financial Aids.

2. Assist the Vice-President and Dean of Faculties by recommendation of appointments, promotions, leaves of absence, and dismissals of personnel under his supervision after consultation with faculty members in the appropriate offices.

3. Coordinate the activites of the offices under his supervision so as to best serve the needs of students, faculty, and administration as well as the best interests of the individual offices.

4. Provide leadership in bringing new ideas and systems to the attention of officers with whom he works.

5. Encourage a program of active articulation between sister institutions,the high schools and the public served by the University.

6. Assist the Vice-President and Dean of Faculties with the formulation of the budget for the offices under his supervision.

7. Provide an avenue for effective communications between all offices under his supervision.

8. Review general policies governing student records and make recommendation to appropriate committees when needed.

9. Coordination of all campus registrations as well as serving as chairman of the University Registration Committee.

10. Assist the officers with whom he works in interpreting the public, faculty, staff, administration and students the responsibilities and functions of each office.

11. Serve as a member of the President's Cabinet, Academic Council and University Council.

## DIRECTOR OF ADMISSIONS

The Director of Admissions is appointed by the President of the University and is responsible to the Executive Director of Student Administrative Services. Specific duties are as follows:

1. Determine the eligibility of all applicants for admission to the University. (undergraduate)

2. Determine the residency status of all students.

3. Supervise the evaluation of transfer credit for all students. (undergraduate)

4. Coordinate the orientation program of freshman and transfer students.

5. Maintain necessary records for admission purposes and transmit to the Registrar all information relative to the admissions' application for incorporation in the cumulative record of the student.

6. Coordinate all activities and programs pertaining to the recruitment and counseling of prospective freshman and transfer students.

7. Serve as a continuing member of the Academic Standards Committee.

8. Conduct research necessary for the improvement of admissions criteria.

## DIRECTOR OF FINANCIAL AIDS

The Director of Financial Aids is appointed by the President and is responsible to the Executive Director of Student Administrative Services. Specific duties are as follows:

1. Counseling with interested students prior to admission and following enrollment with regard to college expenses and financial aid opportunities.

2. Conferring with individual students concerning their personal financial situation and how it might be related to financial aid needs and opportunities.

3. Supervise the operations of the Financial Aids Office.

4. Review, evaluate and determine eligibility of applicants for Financial Aid.

5. Allocate resources to those students who are to receive assistance.

6. Authorize disbursement of funds to students.

7. Coordinate office activities with other involved agencies.

8. Prepare budget requests for state and federal agencies.

9. Serve as a member of the Financial Aids Committee.

10. Prepare all necessary local, state and federal reports.

11. Conduct appropriate research and evaluation on aid applicants and recipients.

12. Provide assistance when necessary with student recruiting, orientation and counseling services.

REGISTRAR

The Registrar is appointed by the President and is responsible to the Executive Director of Student Administrative Services. Specific duties are as follows:

1. Initiation of systems and systems changes for registration and student academic records.

2. Planning and implementation of allregistration procedures.

3. Planning and implementation of all student academic recording procedures.

4. Coordinating the above procedures with the Computer Center and variousother offices on campus.

5. Accumulating and preparation of print-ready copy for Graduate and Undergraduate Timetables for Fall and Spring Semesters.

6. Supervise the coordination of the use of all academic classroom space after original assignments by Executive Director of Student Administrative Services.

7. Ex officio member of Academic Standards Committee.

8. Certification and distribution of diplomas and certificates of graduation.

9. Providing transcripts of student academic records.

10. Protection and preservation of the permanent offical academic record of all students who have enrolled at this university.

11. Provide assistance when necessary with student recruiting, orientation and counseling services.